

ACH AUTHORIZATION - DEPOSIT

Education Minnesota offers an electronic payment option for all of our locals. In lieu of receiving checks from Education Minnesota, locals may opt to receive payments into their bank accounts through ACH (Automated Clearing House). E-mail payment notifications are sent to the local at the time a payment is made – this will include information on what is being paid.

If the local would like to enroll in the ACH payment program, please complete the authorization form below and return via e-mail to AccountsPayable@edmn.org with the subject line of **ACH Authorization**.

A copy of the completed form must be retained in the local Treasurer's permanent records.

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Local Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

By checking this box, I hereby authorize Education Minnesota to initiate deposits to the bank account described below using the current bank account and routing number on file with Education Minnesota.

Bank Name & Address: \_\_\_\_\_

Email (for deposit confirmations): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your consideration of ACH payments. Please contact our office for more information.

## Example of e-mail notification:

**A copy of all deposit E-mail notifications along with any attachments must be printed and retained in the local's records.**

**NOTE: Deposit will show up in the local's account the following business day.**

**From:** [employee.name@edmn.org](mailto:employee.name@edmn.org)

**Sent:** Friday, September 3, 2021 4:04 PM

**To:**

**Subject:** Payment notification from EDUCATION MINNESOTA

Dear Local Name,

A payment of \$865.82 was issued to you by ach on 09/02/2021.  
You'll find details about this payment below, as well as in the attached receipt.

Payment date      09/02/2021  
Payment method    ACH  
Payment number    104000850015210  
Amount             \$865.82 USD

If you have any questions regarding this payment, please contact:

Employee Name

[employee.name@edmn.org](mailto:employee.name@edmn.org)

Sincerely,

EDUCATION MINNESOTA

## Example of receipt attachment:

### EDUCATION MINNESOTA

41 SHERBURNE AVE.  
ST. PAUL, MN 55103  
United States

| Payee       | Payee Address  |
|-------------|----------------|
| Vendor Name | Vendor Address |

  

| Date       | Payment Method | Amount    | Reference No.   | Memo                              |
|------------|----------------|-----------|-----------------|-----------------------------------|
| 09/02/2021 | ACH            | \$ 865.82 | 104000850015210 | Description of payment being made |